

Resource Analyst, GS- 0501-07

NCC: 624-01

Position Number: GS03B74

Introductory Statement: This position is within the Flight Programs and Projects Directorate. Incumbent serves as a Resource Analyst. The employee contributes financial management support to the establishment of program objectives and is responsible for the application of financial management techniques in the accomplishment of those objectives

Performs Trainee Work 100%

As an advanced trainee, increases knowledge, skills, and abilities in the occupation. Researches regulations and other pertinent directives for answers to questions prior to consulting with the supervisor or a higher-grade employee. Successfully completes required formal and on-the-job training, and demonstrates a progressive ability to independently accomplish assignments.

Assignments are varied in nature, yet limited in complexity. They are structured to provide a means by which the incumbent can display and validate a working knowledge of regulations, policies, and analytical procedures and apply an increasingly full-range of the principles, concepts, and work processes common to the occupation. Makes acceptable recommendations with respect to policies and procedures.

Increases networks and contacts beneficial to the successful performance of assignments. Conducts regular interactions with colleagues and supervisors in order to complete work assignments. Contacts extend beyond the immediate work area and the work requires effective coordination and solicitation of cooperative efforts from other administrative or support staff.

Interprets and applies pertinent regulations and style manuals governing written communications in order to prepare written materials which communicate the intended information. Researches and analyzes data, issues, and information that support project recommendations or the work assignments of higher-grade specialists. Prepares well-researched and logically organized presentations related to work assignments. Presents facts, issues, and positions that convey the intended information with the appropriate diplomacy and emphasis.

Factor 1- 6 Knowledge Required by the Position

The work requires a basic foundation of the concepts and principles of the conventional methodology required within the occupation. The knowledge would typically be gained through extensive practical experience and formal training in the occupation or a bachelor's degree program in the occupation and additional experience/internship in the field. Additionally, a general familiarity with the Agency's practices, policies, and procedures is required for the advanced trainee to perform assignments independently.

Factor 2- 2 Supervisory Controls

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available.

Uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. However, review of the work increases if the employee has not previously performed similar assignments.

Factor 3- 2 Guidelines

Uses established guidelines in the form of standard instructions, literature, precedents and practices concerned with the assigned function. Judgment is required in locating and selecting the most appropriate guidelines and references. This may include exercising discretion, such as selecting among alternatives and making minor deviations occasionally to adapt guidelines to specific cases. Situations to which existing guidelines are inapplicable or those requiring significant deviations are referred to the supervisor.

Factor 4- 2 Complexity

Assignments consist of specific, well defined tasks which typically are designed to orient the employee in the administrative policies and regulations, technical programs, organization operating procedures, and the specialty area with which the organization is concerned. The differences among assignments are easily recognized and are of a factual nature such as a specified analysis, action, or procedure to carry out. Typically, work is routine and includes carrying out common qualitative and quantitative analyses; implementing routine programs; and/or preparing guides, draft decisions, or tentative opinion.

Factor 5- 2 Scope and Effect

Work involves routine or well-established procedures that comprise a complete segment of an assignment or project of broader scope. Work efforts affect the accuracy and reliability of the work being performed by other administrative employees.

Factor 6- 2 Personal Contacts

Contacts are with a number of individuals in the employee's organization or setting, but outside the employee's immediate work unit. Contacts typically include customers seeking assistance or services from the employee.

Factor 7- 1 Purpose of Contacts

Contacts are for the purpose of exchanging factual information.

Factor 8- 1 Physical Demands

Work is primarily sedentary, although some walking or bending may be involved in coordinating services.

Factor 9- 1 Work Environment

Work is usually conducted in offices and office areas where there may be occasional exposure to unsafe practices or conditions associated with office operations that require normal safety

precautions.

Resource Analyst, GS- 0501-09

NCC: 624-01

Position Number: GS03B75

Introductory Statement: This position is within the Flight Programs and Projects Directorate. Incumbent serves as a Resource Analyst. The employee contributes financial management support to the establishment of program objectives and is responsible for the application of financial management techniques in the accomplishment of those objectives

Financial Resources Reporting 20%

Prepares a variety of routine financial reports for senior management review. Processes a variety of complex payment reports. Researches, compiles, and summarizes data for monthly commitment, obligation, and cost status reports.

Budget Reporting 15%

Obtains, compiles, and summarizes factual narrative information and quantitative data for use by others within the office.

Financial Reports and Data Analysis 15%

Provides support and assists in review of straightforward, routine funding data and cost information to provide input to overall program status. Prepares, audits, and confirms statements and analysis concerning disbursement data.

Cost Accounting Functions 15%

Provides support and assists with standard cost accounting projects to support the agency mission, such as manufacturing and supply organizations. Prepares monthly schedules and entries for inventory, such as amortization, Cost of Goods Sold (COGS), scrapping, materials consumption, warranty, and overhead. Prepares some schedules for inventory balance and activity reporting and relevant account reconciliations.

Financial Resources Control 10%

Reviews, verifies, and analyzes standard cost data for consistency with financial and program objectives. Monitors and tracks the progress of the financial activities toward changing costs and requirements. Participates in basic cost studies for a variety of decision-making processes involving procurement, contracting, and budgetary actions.

Researches, compiles, and summarizes data, and prepares explanations for monthly commitment, obligation, and costs status reports for senior analysts. Recommends reprogramming actions concerning realigning resources.

Budget Preparation 10%

Using predetermined formulas, prepares straightforward estimates of future requirements for a small operating program or stable organization. Submits the estimates for consolidation into an integrated budget. Verifies estimates by assuming the validity of assumptions, evaluating the

consistency of dollar estimates with previous costs and the total program, and the realism of projections considering past performance and the monetary, manpower, space, and equipment resources projected to be available.

Budget Analysis 5%

Reviews easily obtained historical data and, using predetermined formulas, prepares estimates of future requirements for a specific operating program or small stable organization. Submits the estimates for consolidation into an integrated budget.

Budget Reprogramming Actions 5%

Analyzes fund audits and recommends reprogramming action within specific funds. Prepares justification for reprogramming actions and submits for approval. Assists and participates in the funds control process to include planning for program restrictions and revisions to the original budget plans and recommendations for changes to original planned distributions. Analyzes accounting data and reconciles transactions. Prepares and inputs corrections to the accounting system based on analysis.

Budget Call Activities 5%

Receives specific instructions with the call for the budget for a stable operating program. Interprets instructions for local situation, and prepares local guides. Develops specific instructions and procedural guidelines for assigned programs for the preparation and completion of budget estimates. Analyzes, evaluates, recommends, and revises annual and supplemental requests for all working capital fund accounts. Prepares a monthly status of funds for submission to senior management. Prepares a quarterly status of funds for submission to the working capital fund staff.

Factor 1- 6 Knowledge Required by the Position

Knowledge of the organizational and operational functions of program financial and management information systems. Knowledge of the financial functions of developing and operating program organizations. Knowledge of agency programs and their governing statutes, regulations, practices, and procedures.

Knowledge of the principles, practices, methods, and techniques of accounting and auditing required to perform auditing assignments independently using procedures and practices that are conventional and apply to most situations encountered.

Knowledge of the theories, principles, practices, and techniques of financial management and financial analysis programs and knowledge of their governing statutes, regulations and procedures to determine degree of compliance, reasonableness of operations, and adherence to accepted accounting and/or investment principles.

Skill in establishing and maintaining effective working relationships with personnel to present facts in clear, logical and concise terms.

Factor 2- 3 Supervisory Controls

The supervisor makes assignments by outlining plans, objectives, priorities, and deadlines. The incumbent works independently in carrying out assigned duties and projects, and consults with

the supervisor in resolving major controversial issues. Problems and deviations are handled in accordance with instructions, policies, and guidelines and accepted professional financial, accounting, and auditing practices. The supervisor reviews results and recommendations to determine technical soundness, appropriateness, and conformity to requirements, as well as compliance with program objectives and applicable laws, regulations, and policies.

Factor 3- 3 Guidelines

Guidelines consist of standard reference materials, texts, and manuals. The guidelines that are available are not completely applicable to some of the work or have gaps in specificity. Guidelines include plans for commonly performed reviews which provide a preferred approach or include standards that describe the generally accepted requirements for recording and reporting transactions rather than the specific systems in use. The incumbent interprets and adapts the guides, modifying the information presented to fit the situation at hand. Methods and techniques normally applied are inadequate in some respects and require adaptation to the peculiarities of the assignment. The incumbent uses judgment in studying programs, operations, and systems and in making recommendations.

Factor 4- 3 Complexity

The work includes complete analysis assignments requiring that different, established analytical techniques and methods be selected and used. Decisions regarding what needs to be done require an analysis of systems and functions for programs that are stable, where pertinent issues are known, and where there are few conflicts in the interpretation of conditions observed. The incumbent chooses a course of action from many alternatives in conducting and reporting on the program. The work involves comparing data found in records and documents or the results of observable conditions with what is expected according to regulations, prior experience, program requirements, and sound financial management practice.

Factor 5- 3 Scope and Effect

The purpose of the work is to participate with senior analysts and/or the supervisor in the financial analysis of program characteristics and controls. Assignments influence decisions by managers related to the fulfillment of agency mission objectives. The work affects the way agency systems and programs operate by providing the information necessary for management decisions and corrective actions.

Factor 6- 2 Personal Contacts

Personal contacts are with employees in the agency, both inside and outside the immediate organization, and with individuals outside the agency. Individuals contacted are usually aware of the identity of the incumbent, and the purpose of the contact.

Factor 7- 2 Purpose of Contacts

The purpose of the contacts is to plan, coordinate, or conduct assignments. The incumbent arranges for interviews and meetings and obtains information. The incumbent discusses with others such matters as the significance of guidelines, appropriateness of recommendations, necessity for additional facts, and the preferred methods for data gathering. The incumbent resolves problems related to assignment of responsibility, coordinates the technical support of subject-matter experts, and, in general, resolves questions and clarifies problems. Though differences of opinion may exist, the persons contacted are usually working toward a common goal and generally are cooperative.

Factor 8- 1 Physical Demands

The work is principally sedentary with no requirement for other than ordinary physical activity

required in an office setting.

Factor 9- 1 Work Environment

The work is usually performed in an office setting involving minimal risks and normal safety precautions.

Resource Analyst, GS- 0501-11

NCC: 624-01

Position Number: GS03B76

Introductory Statement: This position is within the Flight Programs and Projects Directorate. Incumbent serves as a Resource Analyst. The employee contributes financial management support to the establishment of program objectives and is responsible for the application of financial management techniques in the accomplishment of those objectives

Budget Reporting 15%

Reviews and enters data from a variety of sources into forms, reports, and schedules. Makes adjustments to ensure accurate portrayal of status of funds. Analyzes payment and disbursement data and prepares corrections to the accounting system based on analysis of valid and invalid transactions.

Analyzes expenditures versus commitments to identify and assist in the resolution of problems inherent in the management of resources for the directorate/organization supported. Receives recurring reports concerning expenditures and analyzes these reports to determine proper application of funds. Assists in preparing justifications for increased funds and material, when appropriate. Analyzes the accuracy and completeness of contractor financial accounting and reports status to supervisor. Answers questions from operating activities regarding available funds, reporting procedures and forms, current expenditures, etc.

Financial Reports and Data Analysis 15%

Independently reviews program funding and spending data and develops cost information reflecting program trends for an assigned area of an organization's financial program. Analyzes financial status reports for overall program status.

Cost Accounting Functions 15%

Independently performs standard procedures for cost accounting projects. Studies and collects information to determine standard and actual costs of manufacturing including raw material purchases, inventory, and labor. Analyzes data obtained and records results. Examines changes in product design, raw materials, and manufacturing methods to determine effects on cost. Evaluates actual manufacturing costs and prepares periodic reports comparing standard costs to actual production costs.

Financial Resources Reporting 15%

Independently prepares financial reports, correspondence, and fact sheets for use by officials in support of their decision-making authorities. Prepares a variety of resource management reports covering the status of funds, expense, and obligations.

Financial Resources Control 15%

Collects, analyzes, and validates cost data to manage resources for assigned program areas. Develops and maintains a tracking system for costs and requirements. Ensures that the operating plans are executed within the established resources. Provides management with

status/progress and identifies potential problems. Conducts numerous and diverse cost studies for a variety of decision-making processes involving program planning, procurement, contracting, budgetary actions, and financial resources.

Provides resource guidance and direction regarding cost analysis and reporting. Recommends reprogramming actions concerning the realignment of resources or changes in funding or budget plans.

Budget Call Activities 10%

Interprets general instructions with the call for the budget for distinct program areas or budgetary entities, such as a functional area, contract, fund sources, or agency budget line item. Prepares local guidance on procedures for submitting estimates. Meets with operating officials to discuss and interpret what is required in the forecasts and estimates. Provides prior year data, workload statistics, objectives, etc., to assist operating officials in developing estimates of funding needs. Acts on behalf of the organization/Directorate supported in all areas of budget planning and execution. Resolves difficult problems of prediction and forecasting due to fluctuation of costs for services or products.

Budget Preparation 5%

Using a variety of budget processes, prepares budget estimates for large operating program areas. Consolidates estimates and prepares justification for a consolidated budget.

Participates in conducting manpower cost reviews, which may include Civil service and Contractor personnel. Consolidates and validates manpower costs by analyzing man-hour rates, overtime cost requirements, etc. Assists in preparing justification for revised manpower levels based on cost analysis.

Budget Analysis 5%

Reviews and analyzes historical data and estimates, as well as current spending records and trends, for a budget that covers large operating programs or a functional area for an assigned area of an organization's financial program. Prepares budget estimates for salaries, supplies, and services, analyzing the distribution of funds, and actual experience as compared to planned data.

Budget Reprogramming Actions 5%

Identifies trends indicating a deficit in future funds. Makes recommendations to program managers for the reprogramming of funds between accounts to meet revised requirements or support the accomplishment of planned operations. Studies problem areas in anticipation of corrective action needed. Reviews recommendations, approves reprogramming, and reprograms funds within assigned operating program. Forwards requests to reprogram funds between operating programs to a higher level.

Meets frequently with Chief Financial Officer personnel, program control personnel, and management representatives to gather and provide information, to coordinate budget and Period of Performance (POP) requirements, and to resolve problems of average difficulty relating to funding or financial matters. Determines the source of problems and works with personnel involved to develop procedures to prevent recurrence of problems.

Factor 1- 7 Knowledge Required by the Position

In-depth knowledge of applicable financial program legislation, statutes, regulations, policies, and procedures. Comprehensive knowledge of the principles and objectives of governmental and agency budget formulation and execution. Comprehensive knowledge of the operations, functions, and objectives of various financial analysis components and programs.

Knowledge of the theories, practices, methods, and techniques of accounting and auditing to independently plan and conduct evaluations of agency, contractor, and provider operational programs and their related accounting systems.

Knowledge of the organization and structures of all types of providers and the accounting, data collection, and payment systems to review provider accounting systems.

Ability to deal tactfully with other employees to implement revised financial policies and procedures.

Ability to write letters, memoranda, and operating procedures, directives, and/or guides to convey information relating to financial management activities.

Factor 2- 4 Supervisory Controls

The supervisor makes assignments, outlining overall objectives and the resources available. The incumbent is responsible for planning and carrying out the assignment, directing or coordinating the work of others in the profession, resolving most conflicts that arise, developing changes in the plan and methodology, and interpreting policy on own initiative. Completed work is reviewed for soundness of overall approach, effectiveness in meeting requirements, and workability of any recommendations.

Factor 3- 3 Guidelines

Guidelines consist of standard reference materials, texts, and manuals. The guidelines that are available are not completely applicable to some of the work or have gaps in specificity. Guidelines include plans for commonly performed reviews which provide a preferred approach or include standards that describe the generally accepted requirements for recording and reporting transactions rather than the specific systems in use. The incumbent interprets and adapts the guides, modifying the information presented to fit the situation at hand. Methods and techniques normally applied are inadequate in some respects and require adaptation to the peculiarities of the assignment. The incumbent uses judgment in studying programs, operations, and systems and in making recommendations.

Factor 4- 4 Complexity

The work includes reviewing programs, operations, systems, and activities covering many different and unrelated processes and functions. The analyst plans, coordinates, and conducts reviews and develops reports. There are numerous unknown factors to be identified and analyzed. Management's informational needs change, requiring evaluations of ongoing programs from new perspectives. The incumbent performs work such as evaluating the current status of reporting systems or operating programs. Decisions regarding what needs to be done require an assessment of a variety of conditions such as incomplete records, the unreliability of

available data, the resistance of program officials or participants to findings, and variability in the way programs operate. The work requires making decisions concerning such things as determining which aspects of program operations to evaluate and report on, approaches to use in collecting and structuring data, development of recommendations, and effective presentation of critical findings. A fairly high degree of originality is required.

Factor 5- 3 Scope and Effect

The purpose of the work is to participate with senior analysts and/or the supervisor in the financial analysis of program characteristics and controls. Assignments influence decisions by managers related to the fulfillment of agency mission objectives. The work affects the way agency systems and programs operate by providing the information necessary for management decisions and corrective actions.

Factor 6- 3 Personal Contacts

Personal contacts are with officials, managers, professionals, and employees and executives of other agencies and outside organizations. Typical of these contacts are representatives of contractors, lawyers and staff of business firms, administrators, and representatives of state and local governments or other Federal agencies.

Factor 7- 2 Purpose of Contacts

The purpose of the contacts is to plan, coordinate, or conduct assignments. The incumbent arranges for interviews and meetings and obtains information. The incumbent discusses with others such matters as the significance of guidelines, appropriateness of recommendations, necessity for additional facts, and the preferred methods for data gathering. The incumbent resolves problems related to assignment of responsibility, coordinates the technical support of subject-matter experts, and, in general, resolves questions and clarifies problems. Though differences of opinion may exist, the persons contacted are usually working toward a common goal and generally are cooperative.

Factor 8- 1 Physical Demands

The work is principally sedentary.

Factor 9- 1 Work Environment

The work is usually performed in an office setting.

Resource Analyst, GS- 0501-12

NCC: 624-01

Position Number: GS03B77

Introductory Statement: This position is within the Flight Programs and Projects Directorate. Incumbent serves as a Resource Analyst. The employee contributes financial management support to the establishment of program objectives and is responsible for the application of financial management techniques in the accomplishment of those objectives

Budget Reporting 20%

Enters and adjusts data for major operating programs into a wide variety of reports, forms, and schedules. Consolidates data for viable overview of financial status of programs.

Monitors and edits data entered in the system on a regular basis to verify information entered is current, accurate and up to date. Compiles data in to detailed reports and shares reports with budget and non-budget personnel.

Prepares and analyzes information used for headquarters reporting requirements.

Financial Reports and Data Analysis 15%

Analyzes and develops cost data for a broad operating program utilizing a variety of sources. Information reflects operating expense trends and projections to determine the overall status of the program.

Financial Resources Control 15%

Locates, analyzes, and validates complex cost data pertaining to a wide range of programs with different modes of operation, guidelines, and requirements. Provides an independent assessment of resource requirements and an audit trail of the usage of funds. Develops new methods or criteria to resolve changing requirements or resolve unusual financial management issues or problems and recommends corrective action. Conducts numerous and diverse cost studies for a variety of decision-making processes involving program planning, procurement, contracting, budgetary actions, and financial resources.

Provides advice to management concerning the most efficient and effective means of obtaining, scheduling, and distributing funds. Provides guidance to program managers or directors on budgetary and procurement policy interpretation and translates program goals and objectives in terms of resources elements in planning and analysis.

Cost Accounting Functions 10%

Conducts a wide range of cost accounting processes for projects with greater than average difficulty, such as communication, utilities, transportation, security, support contractor's costs, in-house construction projects, purchase orders, grants, and non-contractual procurement

activities.

Participates in special projects developing cost estimates, providing analysis, and supplying information.

Financial Resources Reporting 10%

Prepares a wide variety of financial reports required for potential policy revisions, such as cost reports and balance sheets, and makes recommendations to senior management.

Budget Preparation 10%

Prepares budget estimates for major substantive or administrative operating programs, such as those encompassing a region, Center, or major field installation. Consolidates estimates into an integrated budget forecast.

Budget Call Activities 10%

Receives the call for the budget for major programs, such as those encompassing a region, Center, or major field installation. Interprets it in light of agency policy and regulations and prepares instructions for subordinate offices. Prepares annual budget formulation documents in final form, and ensures that all reconciliations are made as to workload data, accuracy, distribution of programs, etc.

Budget Analysis 5%

Reviews and analyzes a broad base of historical data and current trends to validate and consolidate requests and estimates for an integrated budget for a major multi-functional program. Resolves complex problems of prediction and forecasting which result from uncertainties or changes in the operating programs, and for determining the propriety of systems and methods used by operating officials in developing estimates for funding requirements.

Budget Reprogramming Actions 5%

Identifies trends indicating a deficit in future funds; initiates reprogramming and reprograms funds between operating programs when authorized. Forwards requests to reprogram funds between major operating programs to a higher level for approval.

Factor 1- 7 Knowledge Required by the Position

In-depth knowledge of applicable financial program legislation, statutes, regulations, policies, and procedures. Comprehensive knowledge of the principles and objectives of governmental and agency budget formulation and execution. Comprehensive knowledge of the operations, functions, and objectives of various financial analysis components and programs.

Knowledge of the theories, practices, methods, and techniques of accounting and auditing to independently plan and conduct evaluations of agency, contractor, and provider operational programs and their related accounting systems.

Knowledge of the organization and structures of all types of providers and the accounting, data collection, and payment systems to review provider accounting systems.

Ability to deal tactfully with other employees to implement revised financial policies and procedures.

Ability to write letters, memoranda, and operating procedures, directives, and/or guides to convey information relating to financial management activities.

Factor 2- 4 Supervisory Controls

The supervisor makes assignments, outlining overall objectives and the resources available. The incumbent is responsible for planning and carrying out the assignment, directing or coordinating the work of others in the profession, resolving most conflicts that arise, developing changes in the plan and methodology, and interpreting policy on own initiative. Completed work is reviewed for soundness of overall approach, effectiveness in meeting requirements, and workability of any recommendations.

Factor 3- 4 Guidelines

Financial management policies concerning the assignment are consistent with past practice, but are stated in terms of goals to be accomplished rather than outlining the approach to be taken to achieve desired goals. Usually an assignment is not preceded by a previous similar effort. Available guidelines are stated in general terms. The incumbent develops new methods or criteria for acquiring information, analyzing data, developing solutions, and presenting findings.

Factor 4- 4 Complexity

The work includes reviewing programs, operations, systems, and activities covering many different and unrelated processes and functions. The analyst plans, coordinates, and conducts reviews and develops reports. There are numerous unknown factors to be identified and analyzed. Management's informational needs change, requiring evaluations of ongoing programs from new perspectives. The incumbent performs work such as evaluating the current status of reporting systems or operating programs. Decisions regarding what needs to be done require an assessment of a variety of conditions such as incomplete records, the unreliability of available data, the resistance of program officials or participants to findings, and variability in the way programs operate. The work requires making decisions concerning such things as determining which aspects of program operations to evaluate and report on, approaches to use in collecting and structuring data, development of recommendations, and effective presentation of critical findings. A fairly high degree of originality is required.

Factor 5- 4 Scope and Effect

The purpose of the work is to provide guidance in the implementation of law, regulations, and principles of payment. The reports provide recommendations such as modifying financial management systems, workflow, or lines of authority. The work affects the financial management systems and programs throughout the organization and/or the regulated industries or other organizations with which the agency conducts business.

Factor 6- 3 Personal Contacts

Personal contacts are with officials, managers, professionals, and employees and executives of other agencies and outside organizations. Typical of these contacts are representatives of contractors, lawyers and staff of business firms, administrators, and representatives of state and local governments or other Federal agencies.

Factor 7- 3 Purpose of Contacts

The purpose of contacts is to influence others to accept critical or controversial observations, findings, and recommendations. Other contacts are to persuade managers and subject-matter experts or others on such matters as the use of alternative methods, the allocation of limited resources, or a particularly controversial interpretation of program policy. Often the contacts are strong adherents of opposing views and are influential.

Factor 8- 1 Physical Demands

The work is principally sedentary.

Factor 9- 1 Work Environment

The work is usually performed in an office setting.